



Summer Food Service Program



Bulletin

Child Nutrition Programs
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To: SFSP Sponsors
Program Reviewers

Date: June 29, 2015

Bulletin: 2015-08

From: Alicia Stephens
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Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:
<http://www.fns.usda.gov/sfsp/policy>

1. SFSP 19-2015 – Voluntary Menu Labeling in the National School Lunch and School Breakfast Program

Additional Topics:

- Updating Vendor Information
- CNP Web Address
- Medical Statement – Updated
- Best Practices and Post Training Q & A
- Child Nutrition Reauthorization
- Summer Meals Site Finder
- SFSP Kick-Off Challenge – Last Call!
- Seattle Mariners & Seahawks PSAs
- Farm to Summer Resources

Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

USDA Policy Memos, Information & Implementation Memos:

1. SFSP 19-2015 ***Voluntary Menu Labeling in the National School Lunch and School Breakfast Program***

Under the new FDA regulation, *Nutrition Labeling of Standard Menu Items in Restaurants and Similar Food Establishments* in the Federal Register (79 FR 71155) restaurants and retail store operators must print a calorie statement on menus for all standard menu items. They also must make available, upon request, nutrition information for 11 nutrients for these menu items. The nutrients that must be made available include: total calories, calories from fat, total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrates, dietary fiber, sugar, and protein.

Schools operating under the National School Lunch or Breakfast Program are specifically excluded by this new rule, as are institutions operating the Child and Adult Care Food Program and sponsors operating the Summer Food Service Program, and therefore are not required to implement these requirements. However, Child Nutrition Program operators may voluntarily implement similar initiatives.

- **Updating Vendor Information**

Starting in July of 2015, the State of Alaska will be upgrading to a new, statewide, procurement and financial system, called IRIS (Integrated Resource Information System).

IRIS will bring changes to how the State works with the vendor community. The most apparent change will be an online Vendor Self Service (VSS) portal, where you can easily manage your account information, track payments and other financial transactions, as well as submit bids and proposals. In addition to being able to manage your own information including registration and on-going account maintenance, VSS also provides:

- Increased visibility into the State of Alaska's procurement activities
- Real-time access to bidding opportunities, payment status, notice of awards, and reprints of historical 1099 forms
- Registration for notifications based on commodity codes relevant to the goods and/or services you provide

Join the IRIS Vendor Information listserv to receive updates from the IRIS Project team regarding VSS. To sign up or for more information please visit: <http://doa.alaska.gov/dof/iris/vendor.html>

Since current agencies are active vendors with the State of Alaska, your contact information will be automatically converted to IRIS. In June 2015, you will receive a notification containing a vendor ID, unique registration code and instructions on how to activate and update your account.

All vendors must be registered in VSS before entering into a contract, purchases can be made or invoices submitted. During registration, vendors can opt to receive hard copy notifications, however we strongly encourage you to take advantage of the benefits of VSS.

If you do not have internet access, you can contact the IRIS Help Desk to have a State resource update your account information in IRIS on your behalf. The Help Desk will be available July 1, 2015. For assistance with the IRIS please contact the IRIS Project team at IRIS.Project@alaska.gov

- **CNP Web Address**

The State of Alaska, Department of Education & Early Development (EED) website is undergoing an overhaul and some links may down. Here are the two main links that have changed so far:

Main Website:

<http://education.alaska.gov/TLS/CNP/>

CNPWeb:

<https://cnsonline.alaska.gov/cnpweb/>

We are tracking the links that are broken and monitoring changes, but feel free to let us know if you come across any broken links.

- **Medical Statement – Updated**

As discussed in the last bulletin (08-2015), the list of acceptable medical professionals that may sign a medical statement for meal accommodations in Child Nutrition Programs was expanded as a result of policy memorandum SFSP 15-2015.

In the State of Alaska, a medical authority includes a licensed physician, physician's assistant, or nurse practitioner. These medical professionals may now sign the form for either disability or for special meal accommodations due to food intolerance(s) or other medical reasons.

Please find the updated Medical Statement on the Special Needs in Child Nutrition Programs Page: https://education.alaska.gov/TLS/CNP/pdf/Medical_Statement.pdf

- **Best Practices and Post Training Q & A**

At the SFSP Annual Trainings in March and April we asked sponsors to share best practices and tips on running successful SFSPs. All of our sponsors had some great tips and tricks to share regarding their unique SFSPs. **With this bulletin you will find some templates including automated production records, meal count, expenditures and income tracking and menu planning shared by Boys and Girls Clubs of the Kenai Peninsula and EED.** We also asked sponsors to write down questions about the program at spring training that we have answered in the attachment **2015 SFSP Training Q&A.** Thank you again for sharing your questions and concerns about SFSP and we hope that these resources will be useful to your program.

Here's a note from Boys & Girls Club of the Kenai Peninsula Executive Director, Heather Schloeman about the "SFSP Monthly Tracking Sheet," "Internal Monthly Worksheet," and "Cumulative Spending Report," templates:

- Site supervisors enter data daily into the worksheet and turn in to a second staff member along with attendance records, cycle menu and production records after the month's end.
- The second staff then double checks and cross references the data for completeness and accuracy.
- Then the worksheet gets turned in to the finance department. Finance staff pulls payroll and expense reports and double checks that side of the data.
- Next, they enter all of the data site by site into the "Internal Monthly Worksheet" for your own internal record keeping and that gets compiled onto the "Cumulative Spending Report."
- Lastly, finance enters monthly claims for reimbursement into the CNP database.

"The extra work is definitely worth the confidence we have from start to finish in implementing the food programs!"

- **Child Nutrition Reauthorization**

Many sponsors have voiced concerns and suggestions for improvement in the SFSP over the years. Now is the time to reach out to your members of Congress about reauthorizing the Healthy, Hunger Free Kids Act which expires September 30th of this year. FRAC, Feeding America and Share Our Strength are all great resources for advocacy on this important matter. Here are some helpful links for taking action on Child Nutrition Reauthorization:

- FRAC Legislative Action Center: <http://frac.org/leg-act-center/>
- Feeding America, Take Action: <http://www.feedingamerica.org/take-action/advocate/hunger-issues/child-nutrition-reauthorization.html>
- Share Our Strength, CNR in 2015 Webinar: <http://bestpractices.nokidhungry.org/events/2015/january/27/cnr-2015taking-action-achieve-no-kid-hungry-summer>

- **Summer Meals Site Finder**

The USDA Summer Food Rocks Site Finder is up and running! EED compiles the list of approved sites on a weekly basis and submits it to USDA. We rely on sponsors and other local partners to "get the word out" about this helpful tool. Please confirm the accuracy of your site information. Questions or concerns should be directed to EED. Encourage local families to use the Site Finder to locate Summer sites in their neighborhood.

To access the Site Finder, please visit: <http://www.fns.usda.gov/summerfoodrocks>

In addition to the site finder, children and families can text 'FOOD' to 877-877 or dial 1-866-3-HUNGRY to find a nearby SFSP site.

For more outreach and promotional tools visit the USDA's Raise Awareness page:
<http://www.fns.usda.gov/sfsp/raise-awareness>

Or Share Our Strength's Summer Meals Outreach Toolkit page:
<http://bestpractices.nokidhungry.org/summer-meals/sodexo-summer-meals-outreach-toolkit>

- **SFSP Kick-Off Challenge – Last Call!**

This year we are asking that sponsors hosting SFSP Kick-Off events to participate in a challenge! Kick-off events are a great way to get the word out, advertise your program and draw kids and families to SFSP sites. Invite elected officials or local “heroes,” plan a fun event and kick off the SFSP season in style. The rules are simple:

1. Plan and advertise your kick-off event
2. Host a kick-off event such as a BBQ, family night or movie night
3. Take pictures!
4. Submit photos and a paragraph describing the event
5. We will choose a winner that will receive a mystery prize!

We'd like to have the challenge wrapped up sometime in July, so please send us your submissions as soon as possible after your events. **A fun child nutrition prize package will be awarded to the selected sponsor.** We look forward to sharing what Alaska SFSPs are doing to kick off the 2015 season!

- **Seattle Mariners and Seahawks PSAs**

EED and the Washington Dairy Council have partnered with the Seattle Mariners and the Seattle Seahawks to help spread the word about SFSP. Please listen to and share the audio files announcing SFSP in Alaska. The Mariners' PSA will be broadcast on all Mariner Radio affiliates during games between June 29th and August 7th. The Seahawks PSA, featuring kicker Steven Hauschka, will be shared with local and state radio stations and anyone else wishing to pick it up and help spread the word. This is a great way to help capture the sports fan audience and anyone else tuning in!

You can listen to the Seahawks PSA on our main EED webpage or find both on the bulletins webpage here: <https://education.alaska.gov/TLS/CNP/sfsp.html>

- **Farm to Summer Resources**

Local foods and agriculture-based activities at Summer sites can improve the quality and appeal of Summer Meals, address the summer learning and nutrition gap, bolster Farm to School efforts with year-round programming, and support local and regional food systems all year long. USDA's Farm to Summer team has a number of resources available for sponsors interested in incorporating more local foods into their Summer Meals menu:

- USDA Farm to Summer website: <http://www.fns.usda.gov/farmtoschool/farm-summer>
- NEW! USDA Farm to Summer fact sheet:
http://www.fns.usda.gov/sites/default/files/f2s/Farm_to_Summer.pdf
- USDA Guide to Procuring Local Food: <http://www.fns.usda.gov/farmtoschool/procuring-local-foods>

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
WRO – Western Region Office
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
EED – Education & Early Development
DEC – Department of Conservation
LEA – Local Education Agency



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